

JEFFERSON COUNTY COMMISSIONERS
WORK SESSION
APRIL 7, 2014
7:00 P.M.

The purpose of the meeting was to prepare the agenda for the April meeting. It was held at the Jefferson County Commissioners Office.

Those present were as follows: Mitchell McGraw, Chairman; Gonice Davis, Member; Tommy New, Member; Johnny Davis, Member; Wayne Davis, Member; Adam Mestres, County Administrator; Dalton Dowdy, County Attorney; and Bonnie Wells, County Clerk.

Chairman McGraw called meeting to order and led the Pledge of Allegiance. Commissioner New gave the invocation.

Chairman McGraw modified the agenda by adding the following *items* as *g* and *h* underneath **New Business...Speed Bumps** and **Resolution to Salute the American Flag**. Commissioner Wayne Davis made a motion to adopt the agenda. Commissioner Gonice Davis seconded the motion. The vote was unanimous.

OLD BUSINESS

No old business.

NEW BUSINESS

Gold Cross EMS Contract Renewal Discussion

Commissioner Wayne Davis made a motion for Chairman McGraw, County Administrator, Adam Mestres, County Attorney, Dalton Dowdy, and Gold Cross to sit down and review the contract; eliminate the things the board doesn't want, add the things they do want and move forward with the contract. Commissioner Johnny Davis seconded the motion. Discussion: *Commissioner Johnny Davis stated he had no problem with the contract but he does have some areas of concern; however if the board is going to have a county attorney as their legal authority, looking out for them, if there are things, he says, need to be corrected then they should be corrected. If the board is going to have a county attorney it is up to them (the board) to adhere to what he is saying. Commissioner New said the board had given the chairman, the administrator, and the county attorney the authority "to do this" and he is disappointed. He expected them to bring back a signed contract tonight. Chairman McGraw said the contract was not what they spoke to Gold Cross about and he apologized for that. Commissioner New said there had to be a way for the county's attorney and Gold Cross to sit down, review the contract and get it signed and over with. Commissioner Gonice Davis reiterated Commissioner Johnny Davis' previous statement, "the commission board has a county attorney and he is here to protect the county's interest". Commissioner New stated the agreed with Commissioner Gonice Davis. Commissioner Gonice Davis also said the county attorney needed to know what was in the contract because if something happens the board would expect him to protect their interest. Mr. Dowdy explained when they had the initial discussion with Gold Cross he was not the county attorney. He came on board in January; the initial discussion was in December. Commissioner Johnny Davis said he understood what Mr. Dowdy was saying but he is here now and he is the county attorney. Chairman McGraw asked EMS Director, Carl Wagster did he have anything to say on behalf of Gold Cross, he declined to comment. Mr. Dowdy asked Mr. Wagster, who he would need to speak to at Gold Cross regarding the contract and could he, Mr. Wagster, have the person from Gold Cross call him. Mr. Wagster stated he would, but they could not do it this week because of the Masters Golf Tournament. County Administrator, Adam Mestres, stated for clarification purposes...the motion is the contract the county attorney has prepared...they will sit down with Gold*

Cross or whoever their designated person or legal official is and “hash out” whatever needs to be done. He also addressed Commissioner New by informing him the contract still has to come before the board for approval, even though he and the chairman were authorized to work out the terms. The chairman also reiterated the contract could not be signed until it was approved by the board. The vote was unanimous.

Review Updated Financial Policy – Admin

County Administrator, Adam Mestres, presented an updated financial policy written by Finance Coordinator, Barbara Johnson. Mrs. Johnson is in the process of completing course work for the Certified Financial Officer II credentials; the highest certification a finance officer can attain. The policy was written as part of Mrs. Johnson’s course of study in the certified finance officer program via the University of Georgia; and was completed with the help of the county administrator. After much discussion, Commissioner Wayne Davis made a motion to adopt the Updated Financial Policy. Commissioner Johnny Davis seconded the motion. Discussion: *Commissioner New questioned Reserves/Governmental Funds Section V-Minimum Fund Balance, which states the following:*

The County shall maintain a General Fund unassigned fund balance of not less than 25% of the annual operating budget. This minimum fund balance, which may only be used as required by authority of the Board, is to provide for operating contingencies in either revenues or expenditures, and to provide adequate funds to operate without short-term borrowing. In the event the unassigned fund balance falls below the minimum amount, the County Administrator will present a plan to the Board as part of the subsequent fiscal year’s annual budget to replenish the fund balance to the established minimum level in a reasonable time frame, generally 1 to 3 years. Budget surpluses will first be used towards replenishment, followed by the use of non-recurring revenues.

Commissioner New wanted to know what the 25% was based on...was it based on the budget...was it based on funds collected from property taxes...what was it based on? County Administrator, Adam Mestres, explained it was not based on either of those things but 25% of the general funds budget (the operating budget). It doesn’t affect any enterprise funds, special revenue funds, or anything of that nature. Commissioner New then asked of the budget only five million came from property taxes...if the budget falls behind the 25% and taxes are raised based on the whole thing rather than the five million does the board not understand what kind of trouble the board would be in because the fund balance was based on something the board had no control over. The board controls how much property tax they receive...the administrator explained approximately 48% of revenue comes from taxation. Commissioner New added if all of a sudden we are behind on fund balance and the aforementioned clause is placed in the policy the board will raise taxes next year in that amount. Commissioner Gonice Davis stated that was the question he asked...the general fund budget has not had 25% in the last two or three years. Commissioner New stated it would be according to what you say 25% is. Commissioner Gonice Davis stated it was 25% of the general fund’s operational budget. Commissioner New stated if you look at what they are doing logically...this is FY 14 and we are still spending FY 13’s money; if go all the way to December without borrowing money...what are we doing? We will have gone a whole year on last year’s taxes, but the fund balance is always been something that would carry us over from October to November when the taxes come in. Commissioner New went on to say we would not be able to keep 2.5 million dollars in general funds at all times. County Administrator, Adam Mestres, explained that part of the clause stated if, “In the event the unassigned fund balance falls below the minimum amount, the County Administrator will present a plan to the Board as part of the subsequent fiscal year’s annual budget to replenish the fund balance to the established minimum level in a reasonable time frame, generally 1 to 3 years. Budget surpluses will first be used towards replenishment, followed by the use of non-recurring revenues.” So there is protection in there and he stands firm in his position that there should be a number designated. He also said GASB and DCA recognizes 33% as the number counties should have. Commissioner New stated there was no state or federal law...the administrator said there isn’t anything that says how much you should have but the county does follow government practices. Commissioner New stated he understood that and that most counties borrowed money at the beginning of the year to operate for the year anyway and we are one of the few counties that don’t. Commissioner New stated he was at the end of it, the rest of the board were the ones that had to be there. Commissioner New stated it boils down to the board being legally obligated if they adopt the policy as it is written and he was just warning the board about something that could happen. He added he was not trying to throw a damper on anything but for the board to just think about it, 25% is 2.5 million dollars and that is half of the money collected by the county and that is a sizable amount of money for the board to try to replenish all at once. Commissioner Johnny Davis asked didn’t the policy state the board would have a 1 to 3 year window to do that. Commissioner Gonice Davis stated this was the first or second year the county did not have to borrow money. Commissioner New stated even when they borrowed the money they did not borrow the money in the year they collected the taxes. Chairman McGraw stated he was leaning towards Commissioner New’s views. He asked the county administrator what were his views on the policy. The county administrator stated he felt 25% was a good figure otherwise he would not have put it there, however the bottom line is the board has the right to change any policy they want. Having this particular figure makes the board accountable and he thought that was important, if the board wants to leave it out they can and the digest is expected to drop by 40 million dollars when PyraMax drops from the digest next year.

After more discussion the motion failed with Chairman McGraw and Commissioner Wayne Davis, voting for the policy and Commissioners New, Gonice Davis, and Johnny Davis, voting against the policy.

Armory Window Renovation – Admin

County Administrator, Adam Mestres, presented a bid from B A Johnson Construction Company for repairs to the windows at the old armory. The bid was \$5,472 to frame in 19 windows, cover with Hardi Board, Seal, prime and paint. Chairman McGraw wanted to know if it were feasible to install new windows in the building. Commissioner

New made a motion to obtain a price for having the ceiling dropped and installing a HVAC. Commissioner Gonice Davis seconded the motion. The vote was unanimous.

Roads Surplus Vehicle Discussion – Admin

EMA/911 Director, Jim Anderson, submitted a request for the F250 pickup previously driven by the road superintendent. Mr. Anderson stated, rather than place the vehicle in GovDeals.com for sale, allow him to acquire the vehicle to be utilized as a prime mover for two trailers (Mass Casualty Trailer and Shelter Trailer) the county will receive via a Homeland Security Grant. Commissioner Johnny Davis made a motion to allow F250 pickup truck previously used by Road Superintendent, Ken Thomas be transferred to EMA. Commissioner New seconded the motion. Discussion: *Chairman McGraw stated the board had voted previously to sell the truck and that is why he asked Mr. Anderson to bring his request before the board.* The vote passed with Chairman McGraw, Commissioners New, Johnny Davis, and Gonice Davis voting for. Commissioner Wayne Davis did not vote.

Elections Surplus Voting Machines Discussion – Admin

County Administrator, Adam Mestres, presented information regarding old voting machines previously stored at the armory in the old shooting range. The machines are no longer used by the county, as; electronic voting machines are now being used. Mr. Mestres’ recommendation was for the board to disperse the voting machines to the cities because the cities still used the older machines. Commissioner Gonice Davis made a motion to have the administrator check with the cities to see if they want the voting machines. If the cities do not want the machines; dispose of them. Commissioner Johnny Davis seconded the motion. The vote was unanimous.

Reappoint Carl Wagster Region 6 EMS Council – Chairman

Commissioner Wayne Davis made a motion to re-appoint Carl Wagster to Region VI EMS Council to serve for a term of four years. Mr. Wagster’s term will begin July 1, 2014 and conclude June 30, 2018. Commissioner Gonice Davis seconded the motion. The vote was unanimous.

Speed Bumps

Commissioner New made a motion to install a speed bump on Bermuda Drive in front of Harry Cooper’s house. Commissioner Johnny Davis seconded the motion. Discussion: *Chairman McGraw wanted to know would that have to run in the paper or would the county just install the speed bump. Commissioner New stated he wanted a sign to indicate a speed bump was ahead. Chairman McGraw said they would probably have to install more. Commissioner New stated if someone else called and enquired about speed bumps they would put more out there. Commissioner New also stated it was a good place to have a speed bump because it would slow people down when they come into that curve.* The vote was unanimous.

Resolution to Salute the Flag

Chairman McGraw stated he wanted to change the order of the agenda to include the Pledge of Allegiance; whatever needs to be done. Commissioner Johnny Davis made a motion to proceed with amending the order of the agenda for all commission meetings to include the Pledge of Allegiance. Commissioner Wayne Davis seconded the motion. Discussion: County Administrator, Adam Mestres, explained changing the order of the agenda would require an amendment to the county Code of Ordinances and we would have to have the required hearings. The vote was unanimous.

Scheduled Public Comments

There were no scheduled public comments.

Public Comments on Agenda Items

John Peebles congratulated the board for adding the Pledge of Allegiance. He also had comments on the finance policy and the proposed repairs to the armory.

Adjournment

Commissioner New made a motion to adjourn. Commissioner Gonice Davis seconded the motion. The vote was unanimous.

Attest:

County Clerk

Mitchell McGraw, Chairman

Gonice Davis, Member

H. G. Thomas New, Member

Johnny Davis, Member

Wayne Davis, Member

JEFFERSON COUNTY COMMISSIONERS
REGULAR MEETING
APRIL 16, 2014
7:00 P.M.

This was the regular scheduled meeting for the month of April. It was held at the Jefferson County Commissioners Office.

Those present were as follows: Mitchell McGraw, Chairman; Gonice Davis, Member; Tommy New, Member; Johnny Davis, Member; Wayne Davis, Member; Adam Mestres, County Administrator; Dalton Dowdy, County Attorney; and Bonnie Wells, County Clerk.

Chairman McGraw called meeting to order and led the Pledge of Allegiance. Commissioner Johnny Davis gave the invocation.

Commissioner Johnny Davis made a motion to amend the agenda by moving ***Gold Cross EMS Contract Renewal*** and ***Speed Bumps*** from the ***Consent Agenda*** to ***Old Business*** as ***Item e*** and ***f*** respectively Commissioner Gonice Davis seconded the motion. The vote was unanimous.

Commissioner Wayne Davis made a motion to adopt the agenda. Commissioner New seconded the motion. The vote was unanimous.

Commissioner Johnny Davis made a motion to include on the agenda under New Business, Item c – Tractor Trailer Parking. Commissioner Gonice Davis seconded the motion. The vote was unanimous.

Commissioner Johnny Davis made a motion to adopt the minutes. Commissioner New seconded the motion. The vote was unanimous.

Chairman McGraw presented the Chairman’s Report; County Administrator, Adam Mestres, presented the Administrator’s Report; Carl Wagster gave the Ambulance Report; County Administrator, Adam Mestres, briefed on the Code Enforcement duties; and James Anderson, E-911/ EMA Director, presented the 911 and Fire Report.

Consent Agenda

The Consent Agenda items were:

- Motion to obtain **bids/prices on windows at the Armory**
- Motion to check with Cities to see if they can **utilize old voting machines**; if not, dispose of machines
- Motion to **reappoint Carl Wagster to Region 6 EMS Council**
- Motion to adopt **resolution to salute American flag** before commission meetings

Commissioner Johnny Davis made a motion to adopt the Consent Agenda. Commissioner Wayne Davis seconded the motion. The vote was unanimous.

OLD BUSINESS

Direct Deposit – D. Dowdy

County Attorney, Dalton Dowdy, is working with Michele NeSmith from the legal department at ACCG to determine how to proceed with mandatory direct deposit for the county’s payroll.

Sports Field Lighting -- Discussion

County Administrator, Adam Mestres, presented the following bid tabulations for Sports Field Lighting at the recreation department:

Helton Electrical Services

Installation Price	\$16,000
Musco Light Structure Green Materials Price	\$55,000
Total Project Cost	\$71,000

Middle Georgia Outdoor Lighting

Installation Price	\$24,750
Musco Light Structure Green Materials Price	\$55,000
Total Project Cost	\$79,750

Graham Electric LLC

Installation Price	\$11,450
Musco Light Structure Green Materials Price	\$55,000
Total Project Cost	\$66,450

The administrator explained the funds for the lighting would be in the FY 15 budget and the City of Louisville would be contributing \$10,000. The staff at the recreation department also applied for and received a grant via Jefferson Energy for approximately \$8,000. Commissioner New made a motion to accept the bid of \$66,450 from Graham Electric, LLC. Commissioner Gonice Davis seconded the motion. The vote was unanimous.

Updated Financial Policy – Admin

County Administrator, Adam Mestres, presented a revised version of the Financial Policy. The changes were made to *Reserves/Governmental Funds Section V-Minimum Fund Balance, which stated the following:*

The County shall maintain a General Fund unassigned fund balance of not less than 25% of the annual operating budget. This minimum fund balance, which may only be used as required by authority of the Board, is to provide for operating contingencies in either revenues or expenditures, and to provide adequate funds to operate without short-term borrowing. In the event the unassigned fund balance falls below the minimum amount, the County Administrator will present a plan to the Board as part of the subsequent fiscal year’s annual budget to replenish the fund balance to the established minimum level in a reasonable time frame, generally 1 to 3 years. Budget surpluses will first be used towards replenishment, followed by the use of non-recurring revenues.

The revised section is shown below:

The County will make every feasible effort to maintain a General Fund unassigned fund balance of not less than 25% of the annual operating budget. This minimum fund balance, which may only be used as required by authority of the Board, is to provide for operating contingencies in either revenues or expenditures, and to provide adequate funds to operate without short-term borrowing. In the event the unassigned fund balance falls below the minimum amount, the County Administrator will present a plan to the Board as part of the subsequent fiscal year’s annual budget to replenish the fund balance to the established minimum level in a reasonable time frame, generally 1 to 3 years. Budget surpluses will first be used towards replenishment, followed by the use of non-recurring revenues.

Commissioner New made a motion to adopt the Financial Policy. Commissioner Wayne Davis seconded the motion. The vote was unanimous.

Roads Surplus Vehicle Discussion – Admin

EMA/911 Director, Jim Anderson, again, submitted a request for the F250 pickup previously driven by the road superintendent. Mr. Anderson stated, he had already spoken to the administrator, the chairman, and Commissioner Johnny Davis regarding the vehicle. Commissioner Johnny Davis made a motion to allow F250 pickup truck previously used by Road Superintendent, Ken Thomas be transferred to EMA. Commissioner Gonice Davis seconded the motion. The vote passed with a vote of three to two. Chairman McGraw, Commissioners Gonice and Johnny Davis voted yes. Commissioners New and Wayne Davis voted no.

Gold Cross Contract

County Attorney, Dalton Dowdy, presented information on the contract with Gold Cross. Mr. Dowdy stated he reviewed the contract with Vince Brogdon, CEO of Gold Cross EMS, line by line. He stated Mr. Brogdon was fine with the contract; he only had some concern regarding Section 2.4 referencing ALS Care. Mr. Dowdy explained Mr. Brogdon indicated there is a dire need in the EMS area to find qualified ALS technicians and he did not want to rule out the possibility there may come a time when there were not ALS technicians available. The language Mr. Brogdon requested was as follows: “the contractor uses reasonable best efforts to make certain that all vehicles initially responding to 9-1-1 Calls pursuant to this Agreement shall be staffed and equipped to provide ALS care. The paramedic shall be the primary care giver for patients and shall accompany any patient requiring ALS intervention in the patient compartment of the Ambulance during patient transport.” The previous version did not have “reasonable best effort language”. Commissioner Wayne Davis made a motion to accept the contract with Gold Cross. Commissioner New seconded the motion. The vote was unanimous.

Chairman McGraw commended Mr. Dowdy for the work he did with the Gold Cross Contract.

Speed Bumps

The following citizens expressed concern for the installation of a speed bump on Bermuda Drive:

Name	Address
Ott Stephens	1207 Bermuda Drive, Louisville, GA
Ron Livingston	1252 Bermuda Drive, Louisville, GA
Randy Sharpe	1164 Bermuda Drive, Louisville, GA
Murry Bowman	1274 Bermuda Drive, Louisville, GA
Wendell Stephens	1149 Robert Samples Lane, Louisville, GA
Donald Williams	1378 Bermuda Drive, Louisville, GA

After listening to the aforementioned citizens convey their dissatisfaction for the county’s decision to place a speed bump on Bermuda Drive, Commissioner New made a motion to rescind the board’s previous motion of placing a speed bump on Bermuda Drive. Commissioner Wayne Davis seconded the motion. The vote was unanimous.

NEW BUSINESS

Resolution LifeLink – Admin

Commissioner Wayne Davis made a motion to proclaim April as National Donate Life Month in Jefferson County and authorize the Chairman to sign the Proclamation. Commissioner Johnny Davis seconded the motion. The vote was unanimous.

Parking for Tractor Trailers

Chairman McGraw expressed a concern and a need for parking for tractor trailers in Jefferson County. The chairman stated the county would need approximately four or five secured acres to have such a place.

Proclamation – John Peebles – Chairman

Chairman McGraw and Commissioner Wayne Davis presented Mr. John Peebles with a Proclamation proclaiming April 16, 2014 as **“John Taylor Peebles Day”**.

Scheduled Public Comments

There were no scheduled public comments.

Public Comments on Agenda Items

Mr. John Peebles commented on the Gold Cross Contract.

Adjournment

Commissioner New made a motion to adjourn. Commissioner Johnny Davis seconded the motion. The vote was unanimous.

Attest:

County Clerk

Mitchell McGraw, Chairman

Gonice Davis, Member

H. G. Thomas New, Member

Johnny Davis, Member

Wayne Davis, Member
